

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I have enjoyed working at [Company Name] and am grateful for the opportunities I have had to grow and contribute to the VLSI projects. I appreciate the support and guidance from you and my colleagues during my tenure.

Please let me know how I can assist in the transition process.

Thank you once again for the experience. I look forward to keeping in touch.

Sincerely,
[Your Name]